

POLICY

CALEA Standard: 3.4.2g, 3.6.9, 4.2.6, 4.3.3, 4.3.9, 6.5.4a, 6.7.2

See Also: POL1451

POL-028 MAINTAINING RECORDS

This policy applies to all employees.

Definitions – Public Record –Per RCW 42.56.010 “Public record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. See also WAC 44-14-03001 and the Washington State Records Retention schedule.

1. Kitsap 911 Maintains Records Related to Agency Operations

Kitsap 911 maintains records related to the operations of the agency such as calls for service (CAD), recordings of calls and radio traffic, reports related to operational matters, policies and procedures related to operational matters, meeting minutes related to operational boards and committees, etc. Kitsap 911 will retain these records for six years.

2. Kitsap 911 May Exceed State Records Retention Requirements

Kitsap 911 will retain **all** records for the minimum retention period required by the states retention schedule or six years; which ever is longer except for:

- Security Recordings, which will be retained for 30 days after the date of the recording, and
- Automatic Vehicle locator data for Mobile computers (GPS) will be retained for 90 days, and
- the following employment records, which will be retained throughout an employee’s employment plus six years:
 - Employee Performance Evaluations
 - Confidential Employee Files (CE)
 - Medical files
 - Retirement Investment Portfolios
 - Drug/Alcohol test results
 - Personnel files
 - Volunteer files
 - Employee Fingerprint Listings
 - Employee Training History Files.

3. Employees Will Promptly Destroy Records Meeting Retention Periods

Employees responsible for maintaining records will promptly destroy records that meet the retention period. Employees will document destruction of records in the Document Destruction Log maintained in the Administrative Division. Document destruction includes both hard copies

and electronic documents with the exception of electronic records set to automatically purge.